

Department of Environmental Quality

Internships, Volunteers, Minorities/Females AND Summer Student Program

Human Resources Office

DESCRIPTION

The Department of Environmental Quality (DEQ) has initiated an Internship, Volunteer, Minorities/Females and Summer Student Program. The Program's objective is to provide professional level work experience for college students, and was established as one of the key initiatives in the Department's commitment to expand and enhance equal opportunity efforts. The Program will expose talented potential employees to DEQ's mission and programs, allow DEQ to complete specific projects, and provide an opportunity to attract qualified minorities and Females for DEQ employment. The Program's provide the student with real work experience that will enable them to compete more effectively for DEQ full-time employment; a chance for the students to use their talents in a realistic environment; and for earning course credit hours where applicable. Volunteer and Internship assignments are available throughout the year. Employment for the Summer Program runs from May to September and is a paid assignment. Each year, updated advertisements and applications are sent to colleges and universities, along with any other appropriate advertising efforts. Request for Summer Student¹ or Interest Survey² forms are distributed to all division and regions to determine which divisions and regions can provide professional level projects for a student. There is a competitive recruitment and selection phase which consists of screening applications and matching students to appropriate divisions that submitted challenging professional level projects. During this phase, the potential supervisor and prospective summer/volunteer/intern can meet to discuss the projects. The volunteer/internship assignment may be paid or unpaid. However, compensation will depend on whether the division or region can provide pay.

ELIGIBILITY

Students enrolled as undergraduate juniors, seniors, or those in a graduate program in an accredited institution are encouraged to apply. Students participating in these Programs must exhibit a genuine interest in learning about the agency as well as gaining practical work experience.

PROCEDURE

Students are required to:

- Complete and submit a state application DHRM form 10-012 (Attached –double click in application form)
- Enclose a letter of certification verifying an internship assignment is required from the college coordinator/sponsor to earn credit
- If the student is selected for the Paid Internship or Summer Program, the student must complete new hire paperwork for employment

Divisions/Regions are required to:

- Submit an Interest Survey or Request for summer worker form to HRO
- Provide the college or university with any performance reviews or other information required pertaining to the student's assignment and progress if earning credits

HRO Action:

• Offer letter is generated by HRO regarding the specifics of employment

Disclaimer: Participation in the Programs is not a guarantee of full-time employment. DEQ will not pay for educational cost expenses in relationship to these programs.

¹ Request for Summer Student Worker Form. See Attachment 1

² The Interest Survey is necessary to get a feel for the kinds and number of assignments available throughout the agency. See Attachment 2.

DEPARTMENT OF ENVIRONMENTAL QUALITY REQUEST FOR SUMMER STUDENT WORKER

Role Code:	
Working Title:	Pay Band:
No. of Students Needed:	Hrs/Wk:
Region/Office:	Major:
Class Year:	Time Period Needed: FromTo
Primary Duties:	
KSA's Required:	
Funding Source :(REQUIRE	Prog/Sub-Prog/Element/Project/Cost/Fund/Activity/%
	Prog/Sub-Prog/Element/Project/Cost/Fund/Activity/%
Justification:	
Requester:	Phone:
(Print)	
Signature:	Date:
Office Director: Approve [1 Disapprove []
Tipplote [1 ~
Signature:	Date:

Please return completed form to Summer Program Coordinator

DEQ – Human Resources Office Elizabeth Whitehead elwhitehead@deq.virginia.gov 629 E. Main Street, 7th Floor Richmond, VA 23219

DEPARTMENT OF ENVIRONMENTAL QUALITY DIVISION/REGION INTERNSHIP/VOLUNTEER INTEREST SURVEY

Region/Division:	Date:	_
Person Completing Survey:	Phon	e:
Are you interested in a: □ Volunteer If Intern will this position be: □ paid Hourly Salary: \$		ntern Greedit
Position Title:		
Recommended Length of Assignment: From (date)	to (d	ate)
Description of Duties:		
Qualifications:		
Additional Information:		

Please return completed form to Internship Coordinator

DEQ – Human Resources Office Elizabeth Whitehead elwhitehead@deq.virginia.gov 629 E. Main Street, 7th Floor Richmond, VA 23219

DHRM Form 10-012 (Rev. 9/03)

Commonwealth of Virginia

Please print in ink (preferably black) or use typewriter

Number of attachments

Position number

An Equal Opportunity Employer



Application for Employment

Employees of the Commonwealth and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

1.	Position applied for				2. Agency			
3.	Social Security No.		(one per application)		security number	ion of number three is optional. F on this form will not prohibit emp	oloyment consider	ration.
4.	Full legal name	Last		First	Social security n	6. Home Phon		ployment.)
5.	Address	Zao				7. Business Ph	one ()
		City		State	Zip	8. E-mail Addr	ess	
9.	EDUCATION a. Check highest grade b. If you did not comp c. Check number of ye	e completed olete high school, do y	☐1 ☐2 ☐3 you have a high sc	□4 □5 □6 hool equivalen]10		
	Name and Location of	Institution		Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
	3.							
	d. If you expect to corcompletion date:	nplete an educational			-	ype of degree or program a	and expected	
	applicable voluntary exper You may list significantly Job Title	rience. Highlight your ki different jobs within the	nowledge, skills and e same organization Duties	abilities which las separate items	best demonstrate yo s. May we contact y		tion. ☐ Yes	□ No
	Employer							
	Address							
	Type of business							
	Immediate supervisor		N. 1	1.01 6	1	. 1		
	Title Salary (start)	(finish)	Number and titles of employees you supervised Equipment used					
	Dates (mo/yr)	to (mo/yr)		for leaving				
	Full-time Part-tim			ame if differen	t from present			
b.			Duties	•				
	Employer							
	Address							
		Phone						
	Type of business	1 none						
	Immediate supervisor							
	Title		Niimhe	er and titles of a	emnlovees vou su	nervised		
	Title Salary (start)	(finish)			employees you su	pervised		
	Salary (start) Dates (mo/yr)	(finish) to (mo/yr)	Equipn	er and titles of one nent used n for leaving	employees you su	pervised		

Employer		<u> </u>
Address		
	Phone	
Type of business		

	Immediate supervisor					
	Title	Number ar	Number and titles of employees you supervised			
	Salary (start) (finish)	Equipment Equipment				
	Dates (mo/yr) to (mo/y					
	Full-time Part-time Hours/		e if different from present			
	run-timeran-timenours	Week I out flame				
d.	Use this space for any additional informand special achievements or specialized	mation you think would help us evaluate your application, including training, seminars, workshops, ad skills:				
e.	Automated word processing (specify ed					
	Typing speed words per i			r minute		
f.	License (to include driver's), certificate	e or other authorization to p	ractice a trade or profession.			
	True	License Number		Crantad by diagraina boar	4)	
	Type	I License Number	I	Granted by (licensing board	u)	
	-					
10.	List names, addresses and relationships of the					
	Name	Ad	ldress	Phone	Relationship	
11.		Dan Denning D	Night Detation DW	eekends Specify shift	1	
a.	Check which shift you will accept:			eekends Specify shift	nours	
b.	3 3		Part-time (specify)			
c.	Check which employment status you'd				aried (leave benefits only)	
d.	Are you willing to accept employment		\square No \square Yes. If yes, \square	During the day only,		
		quently overnight.				
	List the geographic locations in which					
f.	For purposes of compliance with The I	urposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?				
	Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you					
	are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be					
	employed.					
ø	g. Are you willing to provide your own transportation if necessary for your employment? Yes No.					
	h. Section 2.1-32.1 of the Code of Virginia prohibits any board, commission, department, agency, institution or instrumentality of the					
	Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration					
	requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? Yes No.					
	•	ire/were required to register	for the Selective Service, have	e you dolle so? i es i	NO.	
	If no, state reason:	2 1 112 - Cd - C - 1 - C3	Contact on the second			
1.	For purposes of compliance with Section		-		~	
	180 consecutive days of full-time active				luding the National Guard?	
	Yes No. If yes, did you serve du					
j.	Have you ever been convicted* for any	violation(s) of law, includi	ng moving traffic violations.	JYes ☐ No If YES, pleas	e provide the following:	
	Description of offense:					
	Statute or ordinance(if known):	Date of Charge: ; Da	te of Conviction			
	County, City, State of Conviction:					
	(For additional convictions use plain paper.)	Include all information listed a	bove.)			
	*Convictions include Virginia juvenile adjud	ications for Capital Murder, Fi	rst and Second Degree Murder, Ly	nching, or Aggravated Malicio	us Wounding, if you were age	
	fourteen (14) to eighteen (18) when charged.					
12.	When will you be available to start work? (No date is necessary if you are	available as soon as you give two	(2) weeks notice.)		
	Month Day Year	, ,	, <u>, , , , , , , , , , , , , , , , , , </u>	· · /		
13.		uires Current Date and Origin	al Sionature			
13.	I hereby certify that all entries on both sides			nd that any falcification of info	rmation herein regardless of	
	time of discovery, may cause forfeiture on r					
	is subject to verification and I consent to cri					
	contacted regarding this application. I furth					
	contained on this application may be dissem-					
	determined by the agency head or designee.					
	D .					
	Date	Applicant Signature _				

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Check the block for the racial or ethnic group with	Check the block for the highest level of education	Check the appropriate block:
which you identify:	you have completed (check only one):	Female
White (includes Arabian)	Less than 8th grade	☐ Male
Black (includes Jamaican, Bahamians and	Completed 8th grade	
other Carribbeans of African but not Hispanic	Attended high school	
or Arabian descent)	High school graduate or equivalent	Please indicate your date of birth://_
Hispanic (includes persons of Mexican,	Attended college and/or associate degree	
Puerto Rican, Central or South American or	College graduate	Position applied for:
other Spanish origin or culture)	Attended graduate school	Position number:
Asian & Asian American (includes Pakistanis,	Master's degree	
Indians & Pacific Islanders)	Graduate study beyond master's	
American Indians (includes Alaskans)	requirements	FOR OFFICE USE ONLY
	Ph.D. or professional degree	EEO Category:
How did you find out about this employment opportunity Newspaper* Radio/TV* Agency Bulletin Boar VEC *specify name of newspaper* *specify name of newspaper* State RECRUIT syste Agency Bulletin Boar Other (please specify)	m d	

Revised: 6/07 lfc